

REPORT

DATE: September 14, 2006

TO: Administration Committee and Regional Council

FROM: Wayne Moore, CFO, moore@scag.ca.gov, 213.236.1804

SUBJECT: Amendment to the SCAG Travel Policy and Guidelines (Travel Policy)

EXECUTIVE DIRECTOR'S APPROVAL:

Howe Hewitt for me

RECOMMENDED ACTION:

Recommend approval to amend the SCAG Travel Policy to change the name of the travel consultant and to increase the mileage reimbursement from \$0.34 to \$0.445 per mile effective July 1, 2006.

SUMMARY:

SCAG's Travel Policy allows SCAG to use the State Approved travel agency. The approved agency's name was changed from Patterson Travel to The Travel Store. The policy for mileage reimbursement is conformed to the amount approved and allowed by the State of California for reimbursement from State administered grants. Effective July 1, 2006, the State increased the allowable mileage reimbursement amount from \$0.34 to \$0.445 per mile.

BACKGROUND:

The Regional Council last approved the SCAG Travel Policy on December 2, 2004. Approval by the RC is needed in order to amend the Travel Policy and implement the change in the mileage reimbursement.

FISCAL IMPACT:

The fiscal impact will be to increase travel expenses by approximately \$10,000 annually. It is anticipated that the existing travel budget is adequate to absorb the increase in the mileage reimbursement.